ROOM NO. BUILDING TREMARKS:	
2	
RODA	
LOGGED	
2 APR 1981	

ICS-82-3217 2 April 1982

MEMORANDUM FOR:	105 Office Directors	
FROM:	Director, Office of Community Coordination	25X1
SUBJECT:	Reporting ICS Contacts with Congress	
their staffs be that ICS input to Staff of OCC.	has directed that all contacts with Members of Congress and reported to him on a biweekly basis. has asked o this report be collated by the Legislative Coordination ou please collect Hill contact information in the format	25X1
attached? Please	e provide it by COB each Thursday to OCC/LCS who will collate for submission to the DCI via D/ICS.	
3. Thanks any questions to (secure).	for your cooperation. Please provide your inputs and address either	25X1
Attachment:	,	

EXAMPLE

IC STAFF CONGRESSIONAL CONTACT REPORT

Week of PERSON INITIATING PERSON CONTACTED SUBJECT TYPE OF CONTACT DATE see MFR #XXX; D/OCC Info on markup Dan Childs, SSCI 1 April 1982 telecon 1 April 1982 25X1 IC Computer Jack Radican 1 April 1982 meeting HAC S&I Team

	SUB	JECT:	Reporting	ICS	Contacts	with	Congress
	ICS	-82-32	17				
	DIS	TRIBUT	ION:				
234567890	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		E CS Files egistry				

DCI/ICS/OCC/LCS

(1 April 1982) 25X1